

#### New Non-Potable High Capacity Well Application Instructions for Completing New Form

This document provides basic instructions to those filling out the new non-potable high capacity well application. It highlights new features and key differences from the old form.

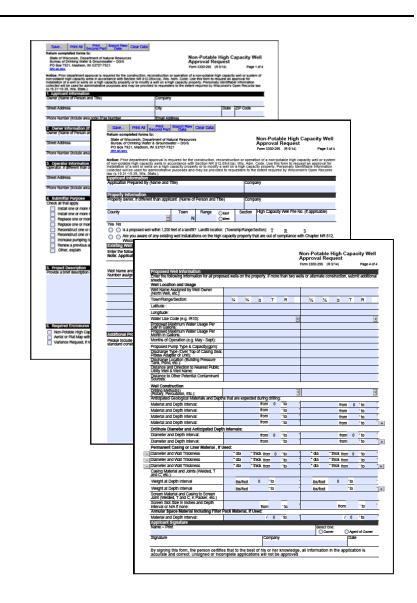
If you have any questions completing the new application, please contact the water use section at 608-266-2299 or <a href="mailto:dnrwateruseregistration@wisconsin.gov">dnrwateruseregistration@wisconsin.gov</a>

○ Is a proposed well within 1,200 feet of a landfil? Landfill location: (Township/Range/Section)



### New Non-Potable High Capacity Well Application Overview of New Features

- The new application was designed to be shorter to fit needs of most non-potable hicap applications.
- Key Changes are:
  - All fields are required unless explanation is given.
  - It is a fillable PDF can be saved and emailed.
  - At the outset, payment and a paper copy of the application are still required to be sent by mail.
  - Emailed applications will be entered an put in queue upon receipt but will not be reviewed until fee is received.





### New Non-Potable Hicap Application Page One – Controls

- **Save** When starting a new application, we recommend you save a version of each application for your records.
- **Print All** Prints the entire document.
- **Print Second Part** Prints only the second page.
- Export raw data For DNR use.
- Clear data clears entire form.



#### Return completed forms to:

State of Wisconsin, Department of Natural Resources Bureau of Drinking Water & Groundwater – DG/S PO Box 7921, Madison, WI 53707-7921 dnr.wl.gov Non-Potable High Capacity Well Approval Request

Form 3300-295 (R.5/14)

Page 1 of 4

Notice: Prior department approval is required for the construction, reconstruction or operation of a non-potable high capacity well or system of non-potable high capacity wells in accordance with Section NR 812.09(4)(a), Wis. Adm. Code. Use this form to request an approval for installation of a well or wells on a high capacity property or to modify a well on a high capacity property. Personally identifiable information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records law (s.19.31-19.39, Wis. Stats.).

#### 1. Applicant information

Owner (Name of Person and Title)

Company



### New Non-Potable Hicap Application Page One – Applicant and Owner info

The first section is designed to obtain applicant, owner and operator information. This page contains personal information and will not be displayed online.

- Applicant Information —In most cases, this will be the property owner or well driller.
- Owner Information The owner is the legal entity that owns the property on which the proposed well will be located.
  - This information must match the ownership in county land records. If a transaction is pending or recently occurred, this should be noted in the additional project information.
- Operator Information this is the person or entity that will operate the well when it is completed.

Notice: Prior department approval is required for the construction, rec- non-potable high capacity wells in accordance with Section NR 812.05 Installation of a well or wells on a high capacity property or to modify a collected will be used for administrative purposes and may be provided (s.19.31-19.39, Wis. Stats.).	9(4)(a), Wis. Adm. C well on a high capa
Applicant Information     Owner (Name of Person and Title)	Company
Street Address	City
Phone Number (Include area code) Fax Number	Email Address
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Owner Information (if different than applicant)	
Owner (Name of Person and Title)	Company
Street Address	City
Phone Number (Include area code) Fax Number	Email Address
Operator Information     Operator, if different than owner (Name of Person and Title)	
Operator, if different than owner (Name of Person and Title)	Company
Street Address	City
Phone Number (Include area code) Fax Number	Email Address
4. Submittal Purpose	
Check all that anniv	



### New Non-Potable Hicap Application Page One – Purpose, Project and Enclosures

- **Purpose** Check all that apply
- Project Description describe project including any details that will help inform the review. For irrigation wells, the following must be included:
  - Planned crop rotation or irrigation use
  - Land acreage that will be irrigated
- Required Enclosures All listed enclosures except variance request are required for application to be considered complete.

4. Submittal Purpose	
Check all that apply	
Install one or more new wells with a capacity greater than 70 gallons per minute.	
Install one or more new wells with a capacity less than 70 gallons per minute on a high ca	apacit
Replace one or more wells with a capacity greater than 70 gallons per minute.	
Replace one or more wells with a capacity less than 70 gallons per minute on a high capa	arths n
Reconstruct one or more wells with a capacity greater than 70 gallons per minute.	ward b
Reconstruct one or more wells with a capacity less than 70 gallons per minute on a high (	sancari
Increase pumping rate in one or more wells to a rate greater than previously approved.	vahon
Renew a previous approval that has expired.	
Other, explain	
5. Project Description	
Provide a brief description of the proposed project. Include number of acres and expected crop	rotatio
6. Required Enclosures	
Non-Potable High Capacity Well Application Form. \$500 application fee (Se	e s. 2
Aerial or Plat Map with property boundaries outlined. Well Construction Repor	ts (If a
Variance Request, If needed (Form 3300-210)	



### New Non-Potable Hicap Application Page Two

Non-Potable High Capacity Well Approval Request

The second page is intentionally left blank to allow it to be separated from the remaining part of the application that will be posted online.

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06/11/2

### New Non-Potable Hicap Application Page Three – General Information

- Applicant This is the person that will sign the form and who should be contacted with questions regarding the proposed well construction or water withdrawal.
- **Property information** Owner and general location of the proposed well. If the well is already a high capacity property, include the file number. If you do not know this number, contact DNR staff at 608-266-2299 or <a href="mailto:dnrwateruseregistration@wisconsin.gov">dnrwateruseregistration@wisconsin.gov</a>
- Landfills If the proposed well is located within 1200 feet of a landfill, note the location
  of the landfill.
- **Non-compliant wells** If the applicant is aware that there is a non-compliant well located on the property, this box must be checked and details must be attached.

	Applicant Information							
	Application Prepared By (Name and T	itie)			Co	ımpa	any	
	Property Information							
	Property owner, if different than applic	ant (Name of	Person and	Title)	Co	ımpa	any	
		,						
	County	Town	Range	○ East	Section	en e	High Capacity Well File No. (If applicable)	
	•	N		()West				
	Yes No							
	<ul> <li>Is a proposed well within 1,200 feet of a landfill? Landfill location: (Township/Range/Section): T</li> </ul>							
	Are you aware of any existing well installations on the high capacity property that are out of compliance with Chapter NR 812, Wisconsin Administrative Code? If yes, please attach a description of the non-complying wells.							
14	Wisconsin Administrative Co	de! IT VES. DIE	sase attach :	a describio	n or the n	-רוסור	compiving wers.	



### New Non-Potable Hicap Application Page Three – General Information

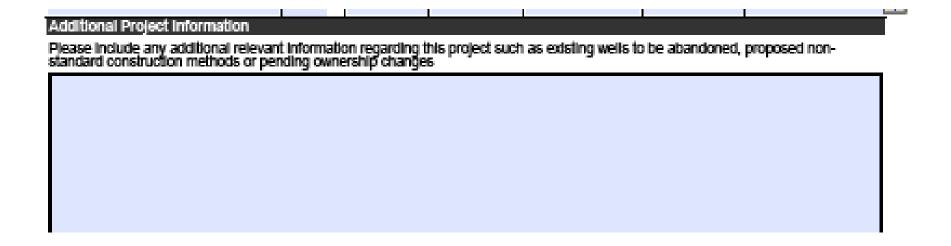
- Existing Well Information All existing wells must be listed on the application.
   Applications are not considered complete unless all wells are listed.
  - Well Name How the owner references this well i.e. house well, irrigation well #3, calf barn well, etc...
  - Water Use Code Select the main use of the well from the check down list. If there are
    multiple uses for a well, choose the one that uses the most water per year.
  - **High capacity well number** if the well is on an existing high capacity property, it should already have a hicap number.
  - **Pump Capacity** Pump capacity of the existing well in gallons per minute.
  - Coordinates enter the latitude and longitude of the well. Decimal degree (e.g. 45.12345)
     format is preferred, but other formats are acceptable. (e.g. 45 7.407' or 45 7' 24")
  - **WUWN or WCR Image File number** These can be found on the <u>DNR</u> or <u>DATCP</u> websites. These may not be available for all wells.
  - If you need more space, more fields can be added by clicking the

Enter the following information for al Note: Applications are not comple	existing water unless to	ells on the pr	operty and any water use, pur	contiguous property to capacities and	owned by the a	ipplicant. of existing wells.	
				Existing Weil Decimal Degre	coordinates es Preferred		
Well Name and/or Number assigned by Owner	Water Use High Capac Code(s) Well Numb		(gpm)	Latitude	Longitude	WUWN or WCR image File # (if know	



### New Non-Potable Hicap Application Page Three – Additional Information

- Additional Project Information This section provides the opportunity for the applicant to describe any additional information relevant to the proposed well construction. This may include:
  - Wells that will be abandoned following construction of the new well.
  - Property ownership issues or pending changes.
  - Non-standard construction methods.
  - Additional information that cannot be addressed in space provided in the form.





# New Non-Potable Hicap Application Page Four— Proposed Well Information

- Well Location and Usage

   Room is
   provided for two proposed wells. If more
   wells are proposed, create an additional application.
- Coordinates enter the latitude and longitude of the well. Decimal degree (e.g. 45.12345) format is preferred, but others can be used at this time. (e.g. 45 7.407' or 45 7' 24")
- Water Use Code Select the main use of the well from the check down list. If there are multiple uses for a well, choose the one that uses the most water per year.
- Requested Water Volumes In the appropriate fields, enter the proposed pump capacity, the maximum daily use and maximum monthly use for the proposed source. Average use is no longer requested.

Proposed Well Information Enter the following information for all proposheets. Well Location and Usage	sed wells	on the p	property	r. If more	e than b	WO WE
Well Name Assigned by Well Owner (North Well, etc.):						
Town/Range/Section:	94	%	S	Т	R	
Latitude :						
Longitude:						
Water Use Code (e.g. IR10):						*
Proposed Maximum Water Usage Per Day in Gallons:						
Proposed Maximum Water Usage Per Month in Gallons:						
Months of Operation (e.g. May - Sept):						
Proposed Pump Type & Capacity(gpm):						
Discharge Type (Over Top of Casing Seal, Pitiess Adapter of Unit):						
Discharge Location (Building Pressure Tank, Pond, etc.):						
Distance and Direction to Nearest Public Utility Well & Well Name:						
Distance to Other Potential Contaminant Sources:						
Well Construction						



## New Non-Potable Hicap Application Page Four— Proposed Well Information

- Well Construction— Select drilling method from drop-down list. If using an alternative method, describe the method in additional project information on page 3.
- Material and depth Enter anticipated materials and depths. For more rows, click the plus icon
- Drillhole Diameter and Anticipated
   Depth Intervals— For additional
   diameters, include a description of
   drillhole sizes and depths in additional
   project information on page 3.

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### New Non-Potable Hicap Application Page Four— Signature

- Name and Signature This person is responsible for certifying that the information in the application is accurate and correct to the best of their knowledge.
- Owner or Agent The application can be signed by the owner or an agent of the owner. Check the appropriate box.

Applicant Signature								
Name - Print		Select One:						
		Owner Orgent of Owner						
Signature	Company	Date						
By signing this form, the person certifies that to the best of his or her knowledge, all information in the application is accurate and correct. Unsigned or incomplete applications will not be approved								

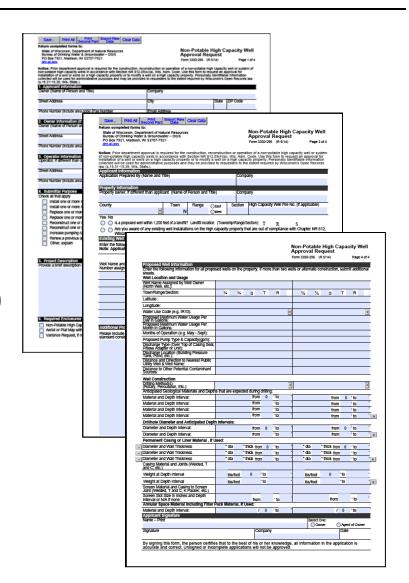


## New Non-Potable Hicap Application Submitting Application

- Save and print a copy of the application for your files.
- Email application to
   <u>DNRHicapApplications@wisconsin.gov</u>
- Print and mail application and \$500 application fee to:

State of Wisconsin, Department of Natural Resources Bureau of Drinking Water & Groundwater – DG/5 PO Box 7921 Madison, WI 53707-7921

Note: Applications will be entered and put in queue for review when received by email. However, review will not take place until the application fee has been received and processed.





### New Non-Potable Hicap Application Determination of Completeness

- All fields are required.
- Ownership must be correct.
- Coordinates of proposed well must match location given on attached map or aerial photo.
- All existing wells must be listed with coordinates.
- \$500 application fee must be received before review will begin.

